

## Donation of Property Form

To: Ted Lindsey, Inventory Control Supervisor

From: \_\_\_\_\_

Re: Departmental Donation of Property

Date: \_\_\_\_\_

<u>Asset #</u>	<u>Description</u>	<u>Serial#</u>	<u>Donated to</u>

### Transferring Party

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
County Mayor Signature

### Receiving Party

\_\_\_\_\_  
Receiving Department Signature

\_\_\_\_\_  
Inventory Control Signature

Please submit this form to the Inventory Control Office once both parties have agreed and signed. You may fax this form to our office at (615) 904-7526. If you have any questions please call 890-7207.